

**INLAND WETLANDS & WATERCOURSES AGENCY  
REGULAR MEETING  
MONDAY, MARCH 2, 2015 – 7:30 P.M.  
WOODSTOCK TOWN HALL – LOWER LEVEL, ROOM B**

**MINUTES**

**Present:** Chair Mark Parker, Marla Butts, Diane Wolff, Patty Lacasse, Wayne (Woody) Durst, Carl Knittel, Tina Lajoie (IWWA Clerk), Michael Bartlett

- I. Call to Order** – Meeting was called to order by Chair Mark Parker at 7:40 p.m.
- II. Roll Call** – Wayne (Woody) Durst, Diane Wolff, Carl Knittel, Mark Parker, Patty Lacasse, Marla Butts  
  
Chair Parker takes this opportunity to thank Marla Butts for running the January meeting while he was away.
- III. Appointment of Alternates** – None
- IV. Action on Minutes of Previous Meeting – January 5, 2015**  
**MOTION BY DIANE WOLFF TO APPROVE THE MINUTES AS PRESENTED, SECONDED BY MARLA BUTTS. MOTION CARRIED UNANIMOUSLY.**
- V. Old Business** – None
- VI. New Business**
  1. #01-15-01 Jeffrey J. Stefanik (Patrick & Erica O'Brien), 994 Rte 169 – 2 lot subdivision  
Applicant and property owner are not present. T. Lajoie explains (Wetlands Agent is absent) that as a requirement of the subdivision regulations, the IWWA must review the subdivision proposal even if the lot has no wetland soils, as indicated in the letter dated January 9, 2015 from Jeffrey Stefanik. The short form application was received on January 12, 2015 from Mr. Stefanik. The plans are reviewed. Site Resource Assessment map indicates certified soil scientist, Joseph Theroux, investigated in June 2014 and found no hydric soils. There are concerns with the steep slope on the driveway and potential run-off. IWWA discusses notifying the PZC that although no regulated activities in this subdivision, PZC should look at the adequacy of E&S controls for the driveway with respect to how it might affect drainage and erosion into the street. DOT will also be reviewing the driveway cut into the state road. There appears to be no impact to existing wetlands or any intermittent streams.  
**MOTION BY D. WOLFF THAT SEEING NO ISSUES WITH THIS PROPOSED SUBDIVISION APPLICATION FROM A WETLAND'S STANDPOINT AND THE EXPECTATION THAT THE DRIVEWAY ONTO THE STATE ROAD WOULD BE CAREFULLY REVIEWED BY DOT, IWWA RECOMMENDS APPROVAL AND AUTHORIZES SIGN OFF BY THEIR WETLANDS AGENT, SECONDED BY MARLA BUTTS. MOTION CARRIED UNANIMOUSLY.**
  2. Request for approval of Timber Harvest as Use Permitted as of Right  
72 Chandler School Rd. (Fairholm Farm, Inc.) – submitted by Michael Bartlett at Hull Forest Products

(Patty Lacasse recuses herself as she is an abutting property owner) Michael Bartlett is present and gives an overview of what is proposed. Both existing crossings with culverts will be used. Map is reviewed. Clear cutting for expansion of existing cropland is considered a non-regulated use.

**MOTION BY M. BUTTS TO APPROVE REQUEST FOR TIMBER HARVEST AS A USE PERMITTED AS OF RIGHT FOR EXPANSION OF EXISTING CROPLAND AT 72 CHANDLER SCHOOL RD, FAIRHOLM FARM, INC. SUBMITTED BY MICHAEL BARTLETT, SECONDED BY C. KNITTEL. MOTION CARRIED.**

(P. Lacasse returns for remaining agenda items.)

Mr. Bartlett comments that Hull Forest has completed the harvest at Paul Hebert's as the conditions were ideal

### 3. Election of Officers for 2015 and review of bylaws

Nominations are as follows: Mark Parker for Chair, Diane Wolff for Vice Chair and Marla Butts for Secretary. No other nominations. **ALL IN FAVOR OF THE SLATE OF OFFICERS FOR 2015-2016. MOTION CARRIED UNANIMOUSLY.**

Bylaw review: The following are proposed changes by M. Butts:

- Item #3 - Location and Records. There is a question on what might be contained in the vault relating to IWWA. A book is filed there containing agenda, minutes and the memo requesting a legal ad in the newspaper. M. Butts is suggesting the identification of each document to avoid any challenges. Requesting this sentence be changed to: "Minutes and other official documents will be filed and recorded in the Office of the Town Clerk as required by the Freedom of Information Act."
- Item #4 – Membership. The number associated with the ordinance should be specified. Requesting this sentence be changed to: Terms and vacancies for the Agency are prescribed in the ordinance establishing the Agency contained on page 19 of the Town of Woodstock Special Acts and Ordinances, under Section 2.
- Item #6 – Staff and their Duties. There is a suggestion to amend to authorize the agency to appoint more than one Wetlands Agent. It is suggested that this be amended to read as follows: "The Agency may appoint by a majority vote of members present a Duly Authorized Wetlands Agent." This could be the wetland's officer, clerk or even an agency member.
- Item #6.i.- Making jurisdictional rulings should be amended. M. Butts was notified by Darcy Winther that the Wetlands Agent cannot make decision on jurisdictional rulings that relate to uses permitted as of right and non-regulated uses. Suggested change: "Making determinations of regulated activities, except those identified in Section 4 of the Agency's regulations, and issuing wetland's agent approvals provided the duly authorized agent has given proof of completing the comprehensive training program developed pursuant to Section 22a-39(l) of the CT General Statutes."
- Item #6.iii – "Making permit compliance inspections and;"
- Item #6.b. - "Such report shall consist of a list and description of all determinations/approvals and activities performed"
- Item #6.c. - "Any determination or approval made by the duly authorized agent is subject to final approval by the Agency."
- Item #6.d. – Delete i. – vii. Add: "The Agency shall have a clerk who shall keep the records for the agency as required by law."
- Item #8 – Add a sentence in section a., last sentence: "The annual schedule of upcoming meetings will be decided at the November regular meeting."

- Item #8.b. – Change to: “A simple majority of the full voting membership of the Agency shall constitute a quorum, and the number of votes necessary to transact business shall be four (4) seated members, which constitutes a majority of members of the Agency”
- Item #8.d. – Change to: “All Agency meetings shall be open to the public unless closed by a two-thirds vote of an Agency quorum present for an executive session made in accordance with the Connecticut Freedom of Information Act.”

## **VII. Wetlands Agent Activity Report**

- a. On behalf of the Wetlands Agent who was not in attendance, T. Lajoie stated that the months of January and February have been slow and there were no Agent sign-offs.
- b. As requested at the January meeting, a letter was sent from the Wetland’s Office to the BOS regarding the Bungay Hill Road project and the application requirement for the modification to the drainage system and storm drain outfall. A copy of this letter was provided to each Commissioner. No application has been submitted at this time.
- c. T. Lajoie gives an overview of the POCD and recent events at the February 19, 2015 Planning & Zoning meeting, and there being some opposition on approving of the current plan by some of the PZC and public due to comments received from advisory commissions. The Public Hearing was closed in February.

### **1. Principles of Drainage for Local Roads – A guide from Town of Woodstock DPW - Discussion on proposing guidelines**

Manual was provided to the Wetlands Agency by John Navarro, Highway Foreman, and is generally what will be used as a guide for upcoming road projects. IWWA is in favor of using the book as a reference when reviewing wetlands applications.

## **VIII. Citizen’s comments / other topics**

1. Letter from DEEP 12-19-14 to Putnam Water re: Shepards Pond Dam –  
  
M. Butts may be able to get Arc View GIS from DEEP that shows all the dams in Woodstock and their classification.
2. Memo from DEEP 01-13-15 re: Aquatic Pesticide Permit Applications – change in notification process – *email is now acceptable method of notification as long the town specifically agrees. Lajoie will contact DEEP and give the authorization.*
3. Memo from Jeffrey Gordon 01-04-15 to IWWA re: POCD upcoming public hearing
4. Stonebridge Press bills, legal results for Beatty (Dec \$14.70 & legal results for Donovan (Nov) \$14.70

**MOTION BY M. BUTTS TO AMEND VIII. UNDER CITIZENS COMMENTS/OTHER TOPICS TO ADD TWO ADDITIONAL ITEMS: The Council on Environmental Quality and the other by the ECCD research and work in Woodstock regarding the Little River, SECONDED BY P. LACASSE. MOTION CARRIED UNANIMOUSLY.**

5. Council of Environmental Quality – M. Butts states that the Governor has proposed eliminating the funding for the council on environmental quality and then moving it out of DEEP and placing under legislative management. Charge has been to evaluate problems in the environment with DEEP or citizen’s complaints and investigate complaints and then they report back to legislature on an annual basis. Council has an executive

director and a clerical person. Governor is also proposing cuts to DEEP primarily in conservation, parks, forests and wildlife. M. Butts will keep us posted.

6. Eastern CT Conservation District, research and work in Woodstock re: Little River – Newsletter talks about a big effort in the Little River Watershed being a priority for the ECCD and the National Water Quality Initiative. The article is read for the record. Does the town have a map showing where the impaired water bodies are located? IWWA may want to get a listing so that when they are reviewing applications, they can consider a higher standard for E&S controls. T. Lajoie will follow-up.

## **IX. Adjournment**

**MOTION TO ADJOURN BY MARLA BUTTS, DIANE WOLFF**

**09:08 P.M. MOTION CARRIED UNANIMOUSLY.**

Respectfully submitted,

Tina M. Lajoie, IWWA Clerk

Inland Wetlands & Watercourses Agency